

Rec. Cr-5

10 May 1968

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MEMORANDUM FOR: Mr. [REDACTED]

SUBJECT : Considerations Relative to the Alexandria  
Records Center

1. Any discussions with Office of Logistics and Office of Security concerning the GSA offer to rent the old Alexandria Records Center space to the Agency will be influenced by these two major considerations that grow from the policy question "How long do we plan to use the Alexandria facility?":

25X1A6a A. Is this rental to be temporary until additional space is constructed at [REDACTED] - or -

B. Is this to be a permanent alternative for construction?

(A) If temporary, then it is questionable whether the operation will be worth the security renovation costs, security guards, and protective devices as well as the moving costs. The operating overhead costs and personnel and couriers will be the same as at Suitland. Further, the Suitland space is free of charge while Alexandria will be rented space.

25X1A6a (B) If this is planned as a permanent alternative to [REDACTED] construction, then the entire Records Center concept may be changed along two possible lines:

(1) Will we close down the [REDACTED] Records Center and move all to Alexandria? - or -

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(2) Will we move only office records and Suitland material to Alexandria, keeping the Vital Records and Archives at [REDACTED]

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(1) If we move all storage to Alexandria we will need to install air conditioning and humidity control for protection of the long term, valuable, permanent records of the Agency. We will probably

require some personnel adjustments. A space large enough for future growth will be required. Extensive renovation will be needed.

(2) If only inactive office records and supplemental distribution is to go to Alexandria, then no special air conditioning and humidity controls will be needed for such temporary records. Personnel adjustments will be simpler and not as extensive. A smaller area and renovations would be necessary. The Vital Records and Archives could be better stored at [REDACTED] and the Records Program would focus an emphasis on their quality improvement and greater use for research and training for new personnel and projects of the Agency.

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2. The foregoing does not touch the major consideration of security and office acceptance of this location for storage of their records.

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[REDACTED]

CIA Records Administration Officer

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